SAMPLE

Electronic Document Preparation and Management

for *CSEC*®

First Edition

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hachette LEARNING

Contents

Introduction

This first edition of *Electronic Document Preparation and Management for CSEC®* comprehensively covers the newest CSEC® Electronic Document Preparation and Management (EDPM) Syllabus. As a first edition, it offers a fresh, up-to-date approach with core knowledge and skills expanded to include the use of digital technology in the Caribbean classroom for examination success and after this, in the world of work. Features include a full-colour design, in-chapter activities, helpful hints, did you know, key terms, practice, research and exam-style questions, School-based assessment (SBA) guidance and a glossary. An enhanced eBook version as well as online digital support are also available.

About the authors

Dr. Gaynelle Holdip is a former acting Director, and retired Curriculum Coordinator at the Ministry of Education, Trinidad and Tobago. She is also a published author. Her career achievements include contributing to and managing the development of curriculum for both the secondary and primary school systems with a special focus on supporting the diverse classroom environment including technical-vocational students. She has lectured at The University of the West Indies and worked in curriculum development for the Southern Caribbean and the National Training Agency. She has worked as a Chief Examiner with the Caribbean Examinations Council.

Pat Holdip-Julien is a former teacher of Electronic Document Preparation and Management (EDPM) and Office Administration for over fifteen years at the Five Rivers Secondary School, Trinidad and Tobago. She has extensive previous workplace experience as an Office Administrator and Executive Assistant/Secretary with several large companies.

How to use this book

This book is aligned to the CSEC® Electronic Document Preparation and Management (EDPM) Syllabus effective for examination from 2026. It is divided into five sections, each subdivided into chapters, which cover essential foundational knowledge and offer practical-based activities and skills support for mixed-ability classrooms.

The **objectives** found at the start of each chapter state the syllabus objectives that are covered within the chapter.

Objectives

By the end of this chapter, you will be able to:

- describe computers
- discuss the evolution of computers
- describe the basic components of a computer
- distinguish between operating systems and applications
- describe computer processes and the computerised environment
- compare different types of computers
- discuss the advantages and disadvantages of computer use.

In-chapter **Activities** help students to check their understanding of key content and develop their skills in constructing answers to exam-style questions.

Activity

List one similarity and one difference between:

a a mainframe and a microcomputer
b a desktop and a laptop
c a tablet and a phablet.

Key terms within each chapter help students to focus, learn and revise important words and phrases, expanding their vocabulary specific to this subject.

Key terms

antivirus application Software that monitors and filters incoming and outgoing data and prevents unwelcome data from entering and corrupting a computer system
Blu-ray Disc A portable item that companies and individuals use to store large files such as videos and movies
byte The smallest unit of measurement for assessing storage capacity; the amount of storage required for a single character of text
cache memory Extremely high-speed volatile memory used for faster manipulation of data
cloud-based storage (CS) The facility provided by an extremely large storage capacity of connected data centres

Helpful hints provide useful tips on key content and skills practice to help students build their competence.

Helpful hint

It's a good idea to set your line spacing before preparing your document. Students often prepare their documents in single line spacing and forget to change to double or 1.5, as instructed.

Did you know? are interesting or fun bits of knowledge for enjoyment.

Did you know?

Firewalls got their names from the use of structures such as brick walls and metal sheets that are used to keep actual fire from leaping from one place to another.

Practice, **research** and **exam-style questions** offer students multiple-choice and short-answer questions at the end of each chapter to support exam-focused practice and SBA research.

Practice, research and exam-style questions

Multiple-choice questions

1 Which of the options is the **least** active function of computers?
A Inputting
B Storing
C Outputting
D Processing

2 The capacity of a stored file is usually measured in …
A bits.
B bytes.
C gigabytes.
D pixels.

8 Which description is a major challenge of cloud storage?
A Dependence on stable internet connectivity
B Limited scalability
C High degree of agility
D Slow read/write speeds

9 Fossy Bank wants to scale up its storage capacity but still maintain strong data protection. Which actions will be most cost effective?
A Distributing storage to cloud-based systems
B Building more on-premises local storage
C Avoiding use of data-compression software
D Buying a large amount of external drive devices

1 Introduction to the computer

Objectives

By the end of this chapter, you will be able to:

- describe computers
- discuss the evolution of computers
- describe the basic components of a computer
- distinguish between operating systems and applications
- describe computer processes and the computerised environment
- compare different types of computers
- discuss the advantages and disadvantages of computer use.

Introduction

A computer *computes*, or calculates, mathematical sums to solve problems. One of the first known computer *devices* was the **abacus**, which is a rectangular frame with beads strung on parallel rods. You may have used an abacus in your early school years.

Many years later, **analog computers** were invented. Analog computers use physical properties such as sound, light, weight, temperature and movement, called analog **data**, that we can measure on a continually changing scale. Mechanical, gas or hydraulic components are stimulated by these quantities and render output as a reading on a scale or a dial. Analog computers include those that measure distance (odometer), speed (speedometer), segments of time (wall clock), body temperature (thermometer), earthquake tremors (seismometer) and combinations of measurements (flight simulators). They continue to help solve personal, professional and scientific problems.

Between 1830 and 1850, Charles Babbage (who is thought to be the inventor of the first computer) wrote about the possibility of **digital computers**, and another man called George Boole invented the kind of logical mathematics that would make it work (now commonly known as Boolean logic).

However, the first working electronic computer was invented only in the 1940s, nearly 100 years later. Since then, new technology has been developed continually and more efficient ways to compute, display pictures and make sounds have been invented.

Computer engineers manipulate electronic circuits on boards using **codes** to trigger actions. This modern **type of computer** is called a *digital computer*. It produces **digital media** in the form of text, numbers, images, sounds/audio or a combination of these, such as videos. The items or documents created by these devices need to be prepared and managed properly by using standard rules or **protocols**.

Computers have evolved at a very fast rate, and scientists and engineers continue to develop new models and types. Today, we have many forms of *electronic devices* that we call *computers* or *computerised devices*, which we use in all aspects of our lives at home, school and work. Figures 1.1 and 1.2 show examples of computerised devices used to perform specialised tasks, such as measuring vehicle speed and distance travelled, and training pilots through simulation. This chapter will introduce you to a range of such computers.

Did you know?

Computers speak a special language consisting of only 1s and 0s.

Figure 1.1 A speedometer and odometer

Figure 1.2 A flight simulator

Did you know?

In the 1960s, the people doing the complex calculations to send humans into space were called computers.

What is a computer?

Most modern computers are electronic, meaning that they are made up of **hardware** and **software** components. Together, hardware and software make up the system that performs the functions users need.

Components of the computer system

The components of a **computer system** consist of both physical, or *tangible*, parts called the *hardware* (Figure 1.3) and the instructions, or *commands*, that make the system operational, called the *software*.

Helpful hint

A mnemonic for components: Mother in the tower controls the power, processor, drive, and peripherals.

Hardware

The main item of hardware is the **motherboard**, which is encased in a metal or plastic box called the *cabinet* or *tower*. The motherboard holds all the major components of a general-purpose computer, such as the **central processing unit (CPU)**, the power supply and a storage area for its memory called the **hard drive**. The motherboard allows connectivity between these components and between several input and output devices called **peripherals**, but the key component is the CPU. CPUs vary in size, from a tiny microprocessor to a huge standalone device called a **mainframe**. As it works, the temperature of the CPU increases and there is usually an internal fan to keep it cool.

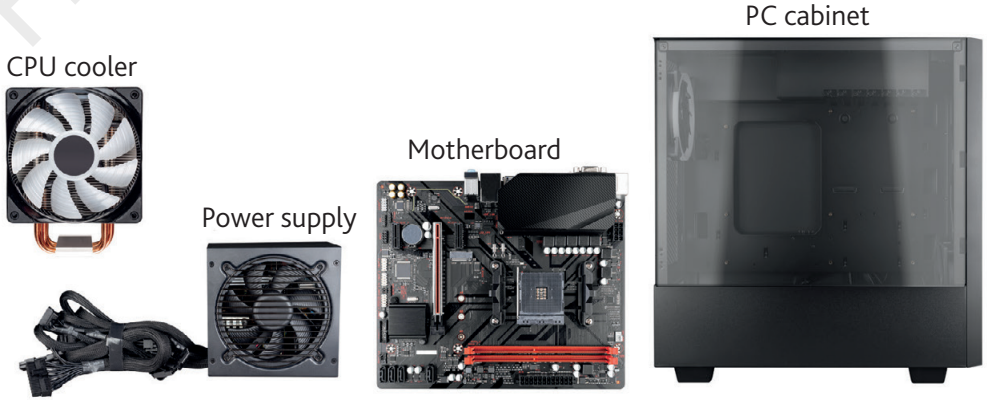

Figure 1.3 The hardware components of a PC

Software

Computer software is a set of instructions, or *commands*, that tells the computer what to do, such as how to change raw data into useful information and how to store data or information. There are currently two major types of software: **operating systems (OS)** and **application software (apps)**. Apps are also called *programs*.

Operating systems are software that manages a computer system. An operating system like Microsoft Windows or macOS ensures that the computer can start (*boot up*) and close (*shut down*) safely. Users can use the keyboard, monitor, memory drive and all the other hardware devices because the OS is coordinating the running of application software. The OS usually comes pre-installed on computers (often as part of an OEM license). While it appears to be included, the cost is typically built into the price of the hardware. When this is damaged, the computer is said to have *crashed*.

Application software is a general term for four types of programs:

- The first type is a general set of high-level instructions for the computer, with **Office 365** (also known as **Microsoft Office 365**) being the most popular with users.
- The second type of program is part of the general app and is for tasks that most users need. In **Office 365**, there is a word-processing app (**Microsoft Word**) for creating documents. There is another app (**Microsoft Excel**) that can capture, rearrange and process data on pages called *spreadsheets*. If there is a lot of data to be processed, a database app (**Microsoft Access**) can help manage it. Also in **Office 365**, there is an app for presenting information in a series of brief points, images and graphics in the form of slides (**Microsoft PowerPoint**).
- The third type of application software is for special purposes or situations. It is used by industries (such as hotel management), businesses (for example accounting and management) and individuals (including *web browsers*, *graphics software*, educational software and *antivirus software*) to meet their particular needs.
- The fourth type of software provides document-collaboration tools for use over networks of computers. One popular example is Google Docs™ a web-based word-processing program, which is free and available to users with a Google account. These programs are for teams or groups who need to create, add to and edit documents saved in a shared space called a *drive*. Later in this chapter, the importance of the network, or *web*, for accessibility to these applications will become clear.

You will learn about word-processing, spreadsheet, database-management, presentation and graphic software in later chapters.

Processes of the computer system

The modern computer system does more than compute or calculate; it is created to communicate. The four actions undertaken by the communication system are inputting, processing, outputting and storage (Figure 1.5).

Inputting

The computer user decides what digital media to enter. The user also decides what input device to use for their desired outcome, for example the keyboard is generally used to input text, numbers and special characters, and the microphone is used for sounds and speech.

Slots on the side of the computer, called **ports**, are connected to the motherboard and act as points of connection (**interfaces**) between the computer and external peripheral devices. Computer ports are therefore also called *communication ports* (Figure 1.4).

Helpful hint

You can use the acronym IPOS to remember Input, Process, Output and Store.

Processing

The computer receives data from peripherals and other computers, and manipulates it as the user gives instructions via the appropriate software. Computer processing includes:

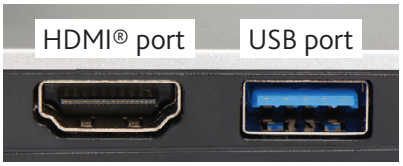

Figure 1.4 Wired ports for connecting the CPU with peripherals via the motherboard

- measuring data against a standard
- organising data into groups or categories
- combining different kinds of data into new formats, for example videos and recordings
- producing reports, articles and essays
- creating graphics and images, such as photographs and charts.

Computer processing makes data understandable, manageable and useful. The user can share the information with others, and is able to solve problems and make decisions more easily.

The processes of the computer will be discussed in greater detail in later chapters.

Outputting

The computer communicates with the user by providing or transmitting the processed data as information to an output device. The user can see the information on a monitor; use a projector to send it to another screen; hear the information from a speaker; and/or read the information from a printed document.

Storage

Computers are able to save digital media for later use on internal (inside the computer) storage devices such as the hard drive, and external storage devices (detachable from the computer) such as *flash drives* and external hard drives. There are also storage devices that do not need to be in the computer, but collect the digital media remotely using the internet.

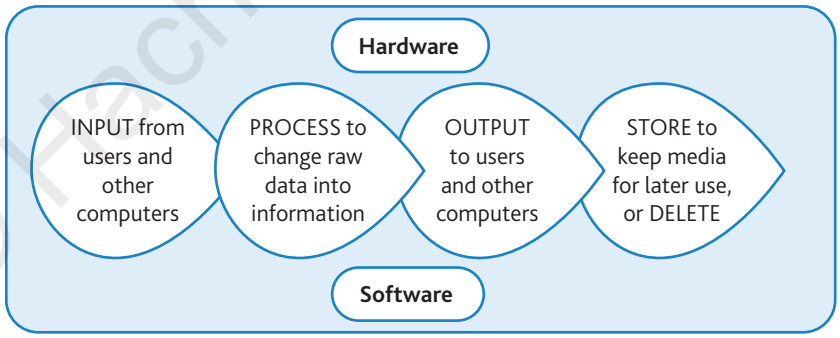

Figure 1.5 The computer's processes

The computerised environment

Today, computers are not operated in isolation. Instead, they operate in communication with other computers to access and share information as needed in a system called a network. The most popular global network is called the Internet and is a platform for the major source of information called the **World Wide Web (www)**.

Types of computers

Computers come in various sizes and processing speeds, which users choose according to the specific purpose they require. Although there are many different types of computers, they all operate in a similar fashion and at a similar speed, but some may be lighter or slimmer than others and are called by different names. The seven main types of computers and the features that distinguish them are explained in Table 1.1. The pictures will also help you to tell one from the other.

Table 1.1 The seven main types of computers

Type of computer	Description	Image
Supercomputer	• Extremely powerful • Can perform millions of calculations quickly • Often used for scientific and engineering functions	
Mainframe/ **server computer**	• Large and powerful computer arranged in a system with a high volume of memory • Very useful where there are many users in one organisation or many organisations of different kinds that need to input lots of data that requires a great deal of processing and storage facilities	
Minicomputer	• Also called a *mid-range* computer • Smaller in size than a mainframe but has similar features, such as a high capacity for storing data and information	
Microcomputer/ desktop computer	• A standalone and compact computer that consists of a metal or plastic cabinet containing its own data-processing unit, a memory unit and a single printed circuit board • Usually, the tower is linked by cables to separate input and output units, such as the mouse, keyboard, monitor and printer/scanner	 Desktop computer

Did you know?

Microcomputers are often called *personal computers (PCs)* or desktop computers because they are stationary and are hardly ever moved.

Workstation	• Usually more powerful than an ordinary PC because of its greater speeds and memory • Found most often in offices and business places • Often connected to large-scale office equipment available for use by other employees, such as printers and copiers	
Notebook/ netbook/ laptop/tablet	• Versions of portable computers that are smaller and lighter than PCs, with a lower processing power • Input and output devices, such as the mouse, keyboard and monitor, are built into a single unit • In upgraded versions, the methods of inputting data are included as a software application, e.g. a built-in keyboard, while others have features such as touchscreens, cameras and microphones • Over time, they have become slimmer and lighter and can be taken anywhere for work or entertainment	 Tablet
Smartphone/ smartwatch/ phablet	• Highly computerised forms of personal possessions, such as a cellphone or a watch • Highly portable versions of the personal computer, which work with many of the same applications as PCs • Allow users to load data via a touchscreen and a special pen called a *stylus*; communicate via voice, images and text; source and stream information; and store and process data • Can be loaded with personalised applications such as those that monitor and manage heart rates, sleep patterns and daily routines using alarms, messages, reminders and timers • The phablet is a combination of a phone and a tablet; is larger than a smartphone but smaller than a tablet	 Cellphone Smartwatch  Phablet 

Advantages and disadvantages of computer use

In this section, you will learn about the advantages of computer use, and then how innovations in computer use have evolved.

Helpful hint

You can use the graphics in this section to help you to understand the text.

Enduring advantages of computer use

Workers today work with computers or computerised machinery. The functionalities and capabilities of computer hardware and software are constantly improved by rival developers. However, there are certain benefits to using computers that have remained constant since they were first invented, while additional benefits have evolved over time (Figures 1.6 and 1.7). Enduring advantages of computer use include:

- **Storage and easy retrieval of data/information:** Businesses and individuals have always needed a system for keeping records, whether these are customer information or the family's budget. Gradually, these records increase in size and become tedious to maintain. Computers take up small physical spaces but simplify the storage of millions of records in files, folders and directories, eliminating the need for paper and bulky file cabinets. They can even store multiple versions of documents on internal or external devices. In this way, changes can be tracked and even reversed.

Figure 1.6 The ever-present advantages of using computers

- **Speed and efficiency:** Computers have improved productivity by programming tasks so that they take a fraction of the time they would take humans to complete. Complex mathematical operations using scientific and engineering formulae can be performed in seconds. Accounting software expedites financial calculations. Documents such as letters and reports can be typed up using standard rules (formats and templates); checked for language, grammar and spelling; translated into another language; printed, signed, scanned and emailed; and stored for later use, all in a short time.
- **Accuracy and reliability:** Computers are accurate when they perform calculations, but only if the data and instructions are correct. In other words, if garbage is input then garbage will be output! It is important to input data and information accurately. When computers are used properly, the information produced can be relied upon for problem-solving and decision-making.

- **Accessibility:**
  Using the internet, information is easily available in a short time. Many topics, especially current events, can be found easily via libraries, databases and platforms. Synchronisation across multiple devices means users can access digital media from anywhere that computer networking facilities are found. Students can access resources from places other than traditional sources such as textbooks. Online courses and e-learning platforms offer individual experiences, including simulations and step-by-step instructions for practical work.
- **Security:**
  Businesses need to lock away files that contain confidential information. However, physical files are still subject to theft and fire and water damage. Users can ensure that information is secure from threats using cybersecurity measures. Employees are required to comply with company rules, such as using strong passwords; using office computers for business tasks only; limiting access to office workstations; and using and securing backup storage as needed. These measures can:
  - protect information such as customer information and property
  - protect against infection of malware *viruses* from unauthorised users
  - remove or deny unwanted programs or respond quickly to cyberthreats
  - prevent fraud; identity theft; and theft of intellectual property, trade secrets and manufacturing processes.

Evolving advantages of computer use

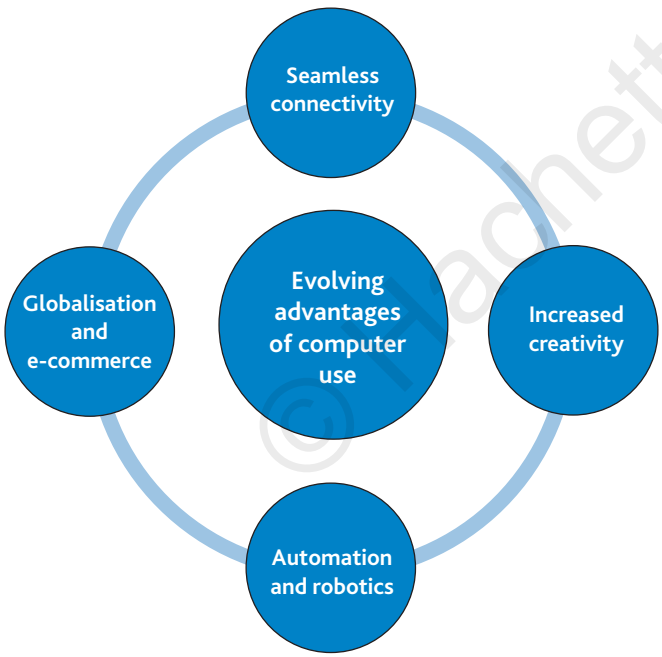

Figure 1.7 The continually improving advantages of using computers

- **Seamless connectivity:**
  Computers facilitate seamless communication through emails, videoconferences and social media platforms, connecting people globally in real time. People can collaborate efficiently and effectively, as geography, culture and even language are no longer barriers.
- **Improved creativity:**
  Graphic design, self-publishing, video-editing and music-production software have been developed to provide tools for creative expression. The products can be displayed, and shared with private and public groups.
- **Automation and robotics:**
  Although automated production lines have been used for a long time, innovative computerisation has introduced robots. Robotics has significantly increased precision and efficiency in manufacturing processes and service industries. The costs of production have been lowered; this includes the reduction of errors, which also helps lower costs.
- **Globalisation and e-commerce:**
  Computers are necessary for e-commerce and the globalisation of trade. They enable businesses to procure (obtain) resources and reach customers anywhere in the world. Consumers have enormous choices, from the retail trades of food, shelter and clothing to services such as banking, investment, insurance, entertainment and recreation, including gaming, streaming and virtual-reality experiences while connecting with other players globally.

Disadvantages of computer use

Although there are many advantages to using computers, there are also many disadvantages (Figure 1.8). These disadvantages can be classified into four categories: business-related issues, health risks, environmental impacts and social impacts.

- **Business-related issues:**
  These issues include job displacement, initial costs, privacy concerns and cybercrimes. Automation and robotics have eliminated the need for humans to carry out certain dangerous and repetitive jobs, but they have also increased unemployment and underemployment. The costs of setting up suitable systems and procuring software need consideration. Software quickly becomes outdated, requiring frequent upgrades and replacements, leading to additional expense.

  Cybersecurity threats are another disadvantage as computers are vulnerable to malware, viruses and cyberattacks, with the possible theft of information such as trade secrets, personnel records and databases via hacking. These data breaches can lead to financial and reputational losses.

- **Health risks:**
  One of the reasons for developing and adopting computers for use in businesses was to increase worker productivity. Computers were also seen as a means of communication, and sources of engagement and entertainment. However, computers have brought on physical and mental-health risks. Prolonged and/or improper use of computers leads to injuries such as repetitive strain injuries, including wrist and eye strain; back and neck pain; sedentary living; poor eating habits; and lifestyle-related medical conditions. Gaming and streaming platforms and onscreen entertainment cause employees to procrastinate (delay doing tasks) and neglect personal and work relationships, and their responsibilities.

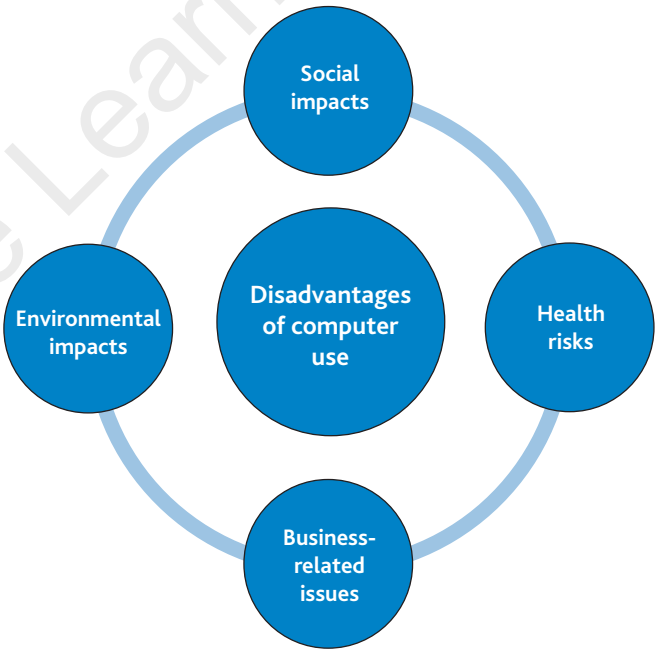

Figure 1.8 Disadvantages of computer use

- **Environmental impacts:**
  The improper disposal of computers, computerised appliances and equipment and mobile phones releases up to 1 000 different chemical substances into the environment. These hazardous chemicals leach into soil and water, posing risks to ecosystems and human health.

  Operating computers and supporting computer networks use a huge amount of electrical energy, which comes from non-renewable sources. The enormous resources used in the production of electricity contribute to pollution, loss of different animal species, global warming and climate change.

- **Social impacts:**
  Individuals can be negatively affected by the prevalence of computers in their lives. There is a high dependence on computers for accessing information, goods and services. The disadvantage arises when people receive misinformation or are encouraged to overspend, fall into credit card debt or buy unnecessary items. Many adults and even children suffer from distraction or addiction-like symptoms as they spend time interacting with games and social media, yet are socially isolated. The misuse of social media platforms has also led to painful and even deadly experiences such as cyberbullying and exploitation.

Activity

Describe two or three instances where negative aspects of computer use could impact individuals.

Career corner

A specialist in document preparation and management used to be called a *secretary*. Today, the basic qualification for this career is an Associate Degree or another vocational qualification in secretarial skills.

Activity

List one similarity and one difference between:

a a mainframe and a microcomputer
b a desktop and a laptop
c a tablet and a phablet.

Key terms

abacus A very early device for computing, i.e. processing numbers
analog computer Computer that uses physical properties to carry out computer operations
application software (app) A set of instructions for the computer that uses specially-written code to execute input, processing, storage and data exchange tasks
central processing unit (CPU) The main compilation of electronic circuitry that understands coded instruction for processing digital data
code The language used by programmers to 'speak' to computers – to tell them what to do and in what order – in the form of different combinations of the digits 0 and 1
computer system A set of physical and non-physical components that work together to carry out computational, data-processing and communication tasks automatically and efficiently
data Material that can be converted to a digital form and processed by a computer; *information* is processed data, but is treated as raw data when it is to be subjected to further processing
desktop computer A standalone and compact computer
digital computer A computer with electronic circuits on boards that use codes to trigger actions
digital media Data that has been processed, which takes the form of text, numbers, images, sounds/audio or a combination of these, such as videos; also called *output* and *information*

electronic circuit A network of different physical parts through which electricity flows in ways that enable processing and conversion of signals
hard drive A storage area for a computer's memory
hardware The physical and tangible parts of a computer
interface Boundaries or points on devices that allow the exchange of information for computer operations to occur between the computer and users as well as between computer parts
laptop Portable computer that is smaller and lighter than a PC and has lower processing power
mainframe A huge standalone computer with the capability to process a huge amount of data in a short time
microcomputer A stationary computer that is hardly ever moved; often called a personal computer (PC) or desktop computer
minicomputer Smaller in size than a mainframe but with similar features, such as a high capacity for storing data and information
motherboard The main board or compilation of electronic circuitry into which other units or boards such as the CPU, power supply, fan and peripherals are connected and controlled
net/network A series of computers, connected with or without physical wires, designed to communicate, or *inter-operate*, with one **extranet** – the most widely used is the **internet**
netbook/notebook Portable computer that is smaller and lighter than a PC and with lower processing power
operating system (OS) Major application or program that acts as a platform for other applications to work efficiently and smoothly for users
output peripheral Hardware for displaying data, which includes display screens or monitors, printers, speakers and projectors
peripherals Devices created to utilise the capabilities of the computer by employing its input, output, processing, and storage mechanisms
phablet A combination of a phone and a tablet; larger than a smartphone but smaller than a tablet
port Slot on the side of a computer that acts as a point of connection for peripherals to the motherboard
protocol The standard rules that govern how data is formatted, transmitted and received by other computers
server computer A large and powerful computer arranged in a system with a high volume of memory
smartphone A highly computerised cellphone
smartwatch A highly computerised watch
software The instructions or commands that make a computer's system operational
supercomputer An extremely powerful computer that can perform millions of calculations quickly; often used for scientific and engineering functions
tablet A portable, lightweight computer with a touchscreen and built-in keyboard, camera and microphone
types of computers Two main types of computers are analog computers and digital computers
workstation A computer more powerful than an ordinary PC because of its greater speeds and memory
World Wide Web (www) Huge amounts of information located on independent computers across the world, which is freely available via links and keywords

Summary

In this chapter, you have learned about:

- the evolution of the computer over time
- components of a computer
- processes of computer use and their environment
- types of computers we use today
- advantages and disadvantages of using computers.

Practice, research and exam-style questions

Multiple-choice questions

1 Which term is the general name for a computer?
A Electronic device
B Display device
C Robotic device
D Bionic device

2 Which of these does *not* use a central processing unit?
A Workstation
B Notebook
C Workbook
D Laptop

3 Which of these devices is a combination of *two* types of computer devices?
A Phablet
B Tablet
C Smartphone
D Smartwatch

4 Complete this sentence with the correct phrase:
While operating, analog computers use
A arithmetical operations.
B physical stimuli.
C automated electricity.
D error-free data.

5 All these terms are examples of computer hardware *except* the:
A monitor
B microchip
C program
D transistor

6 *Software* is another name for:
A instructions to the computer
B specific purposes of the user
C well-padded computer chairs
D awareness of possible computer uses

7 The internet is the name for worldwide access to other:
A computers
B databases
C organisations
D media

8 Which of these actions allows computer users to be more efficient?
A Searches for information
B Automation of tasks
C Fixes for software glitches
D Replication of program output

9 Which of these actions is the most *likely* source of computer errors?
A Inputting
B Storing
C Outputting
D Processing

10 One disadvantage of the digitalisation of business operations is:
A increased computer use by employees.
B reduction in the number of employees.
C computerisation of manual operations.
D increased incidents of misplaced records.

Short-answer questions

1 Items **a–j** are descriptions of devices used in a computerised environment. Items **i–x** are the names of some devices. Match the description with the appropriate device.

	Descriptions: This device ...		Names
a	... is for internal data storage.	**i**	Computer
b	... needs a constant supply of power.	**ii**	Phablet
c	... works with touchscreen technology to replace fingers.	**iii**	Digital pen
d	... allows the user to enter data in text form.	**iv**	Hard drive
e	... can convert a document to a digital format.	**v**	Supercomputer
f	... can write directly on a computer screen.	**vi**	Stylus
g	... allows the user to enter data using speech.	**vii**	Keyboard
h	... can display text or pictures on a screen.	**viii**	Scanner
i	... is a combined computer and telephone.	**ix**	Microphone
j	... performs millions of calculations in seconds.	**x**	Projector

2 The slide rule is a type of analog computer. Research what it does and how it works.

3 Draw your own diagram that combines information on the components of a computer system with notes about the basic activity each component carries out.

4 Describe three advantages a business gains from using computers.

5 Copy and complete this table, using examples *not* named in this chapter.

	Example
Word-processing	
Spreadsheet	
Database management	
Presentation	
Industry-wide use	
Business-level use	
Web-browser software	
Graphics software	
Educational software	
Antivirus software	

SAMPLE

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